St Francis Xavier College
Berwick, Officer and Beaconsfield

Procedure for

First Aid / Medical Incident Management

St Francis Xavier College procedures are designed to enable the College to enact the policies of the Diocese of Sale Catholic Education Limited (DOSCEL).

All College Procedures intentionally promote a child safe culture which prioritises the safety and wellbeing for all students.

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Purpose

The purpose of this Procedure is to provide guidance on how to manage first aid treatment and care.

First Aid is the immediate treatment or care given to a person suffering from an injury or illness and, in extreme cases, a quick first aid response could mean the difference between life and death.

In many cases First Aid can reduce the severity of the injury or illness, as quick and competent first aid calms the injured person and reduces unnecessary stress and anxiety. By law every workplace is required to provide appropriate first aid facilities.

Scope

This procedure applies to all students, families, and staff at the College.

The purpose of First Aid at the College is to promote and respond to student needs. However, in case of an emergency or the need for urgent First Aid response, staff who are trained in First Aid have a responsibility to use their First Aid training to treat any person.

Decision about first aid treatment will be made while also considering the Duty of Care owed to other students.

Context

St Francis Xavier College has developed our First Aid plan based upon the size, location and nature of our workplace, the number and composition of employees and students we have, the nature of the hazards we have identified through our OHS Management Systems, and our assessment of our likely first aid requirements, which may include the treatment of cuts, bruises, loss of consciousness, sprains, strains, fractures, shock, burns, and cardiac arrest.

In the event that a person requires urgent medical treatment whilst at St Francis Xavier College, it is our practice that:

- In any life-threatening situation, the welfare of the person is paramount and must be dealt with immediate priority
- A student's parents/guardians should be notified about significant First Aid treatment and as quickly as possible when urgent medical treatment has been required
- Where feasible, the student's medical profile (SIMON) will inform appropriate care
- The College shall provide, or organise safe transport and care of students to and from medical treatment as required, in accordance with transport procedures
- The College shall provide appropriate first aid facilities and material
- The College shall ensure that relevant teaching and non-teaching staff have appropriate first aid training
- The College shall follow the College's Emergency Management Plan
- Regular risk assessments identify and outline risk minimisation strategies

Urgent First Aid Response

The following procedure is applicable for on-site and off-site activities.

In the case of a significant health incident:

- Follow First Aid Training relating to DRSABCD, including calling an ambulance (000) and notifying the campus Student Health Officer
- If deemed necessary, an ambulance will be called regardless of known parent/guardian preferences
- The immediate area should be isolated by other staff in attendance so that there are no unnecessary people in the area
- The Head of Campus should be notified as soon as practically possible
  Parents/guardians of a student should be notified of any injuries or illness requiring urgent treatment and ambulance attendance as soon as practically possible
- A printout of the student's medical profile should be created and given to ambulance personnel
- A member of staff should be designated to meet ambulance personnel on their arrival

Where possible a member of staff with appropriate first aid training (minimum of Provide First Aid Level 2), shall lead the initial treatment of the person (perform First Aid) until more specialised medical personnel are available.

Where a student needs to be transported in an ambulance, and a parent/guardian is not yet on site, two staff members (one of the same biological sex) should accompany the student to the hospital and remain with them until a parent/guardian (or family member in the case of an injured staff member) arrives. This should be done in a manner that also maintains student to staff ratios required at the activity.

Defibrillators

Defibrillators are available at each campus in the sports stadium entry.

Additional defibrillators are located:

Beaconsfield	Student Services printer/photocopy room
Berwick	Student Health Office in Student Services / Main reception
Officer	Student Services / Main Reception printer/photocopy room

Non-Urgent First Aid Response

St Francis Xavier College has a First Aid Room at each campus which may be used for the initial treatment of a person requiring First Aid at College.

When off-site, a monitored First Aid area should be designated for large events/activities (eg: sports carnivals, camps, etc.).

All College activities will have First Aid Trained staff in attendance with responsibility for First Aid delegated in the risk assessment for the event.

The following procedure is applicable for onsite and off-site activities.

In the case of timely, but non-urgent medical response:

- If the student requiring treatment can move, the student attends the First Aid Room or area (with teacher permission and a class pass during scheduled class times)
- If the person requiring treatment cannot/should not move (or if this is uncertain), the person responsible for First Aid should go to the person and provide First Aid if safe for them to do so (this may include an assessment to move the person if appropriate to do so)
- Where treatment on site (or at the activity) is feasible, the student will be treated and sent back within a short time frame
- Where treatment on site (or at the activity) is not feasible, a parent/guardian will be called to pick up the student

Where further medical treatment is deemed necessary but and a parent/guardian cannot pick up their child, consideration will be given to whether the College will need to transport the student to a medical professional (General Practitioner or Emergency Department of a hospital). The following will occur:

- Consultation with a member of the College Executive who must approve the action
- Students may only be transported in a College vehicle whenever possible
- The student should be accompanied by two staff members (with at least one being of the same biological sex). This should be done in a manner that also maintains student to staff ratios required at the activity.
- The parent/guardian will be notified
- The staff members will stay with the student until parents/guardians attend the location

Responding to Infectious Disease

Response procedures (and infection control)

In the event a student becomes unwell at the College with an infectious disease (including colds and flu), immediate medical treatment should be provided following the procedures outlined in our First Aid / Medical Incident management Procedure. The student should then be transferred to the care of a parent/guardian.

Where needed, staff will use appropriate PPE (Personal Protective Equipment), hand hygiene, and biohazard waste disposal to minimise the transmission of infectious diseases.

Consideration will be given as to whether the College community should be notified about cases of infectious diseases.

Reporting Notifiable Conditions

All employees should advise the Student Health Team if they know or reasonably suspect that a student may have an excludable infectious disease as listed in the DET School exclusion table | health.vic.gov.au.

Responsibilities

All employees are responsible to ensure that they comply with all aspects of this procedures and

that they:

- They take reasonable care for their own health and safety
- Comply with any reasonable instruction given to them relating to health and safety in the workplace
- Engage in risk minimisation strategies to promote the health and wellbeing of staff and students
- Co-operate with and follow first aid procedures and report any injuries or illnesses
- Report any communicable disease or information about medical diagnosis to the Student Health Team or line manager
- Support the maintenance of up to date First Aid qualifications relevant to their role

Compliance

This policy is implemented through a combination of:

- Staff training and supervision
- Implementation of preventative measures
- Maintenance of medical records
- Appropriate signage
- Access to dedicated First Aid areas
- Access to communication devices
- Effective incident notification procedures
- Initiation of corrective actions where necessary
- Effective communication procedures with the student's parents/guardians
- Critical incident and emergency management Procedures

Reporting

All first aid treatment must be recorded in the appropriate record-keeping systems e.g. Synergetic and the SFXC Incident Notification Form. Communicable diseases are to be reported to DOSCEL and DHHS as outlined on their website. Notifiable Incidents as defined in the Occupational Health and Safety Act, are to be notified to Work Safe and DOSCEL.

Related legislation

- Privacy and Data Protection Act Vic 2014
- Health Records Act Vic 2001

Related DOSCEL Policy

- Student Duty of Care Policy
- Child Protection and Safety Policy
- Privacy Policy

Related College Procedures

- Privacy Procedure
- Child Protection Program
- Anaphylaxis Management Procedure
- Allergy Management Procedure
- Asthma Management Procedure
- First Aid / Medical Incident Management Procedure
- Administration of Student Medication Procedure

- Medical Records and Student Health Support Plan Procedure
- Procedure to Manage a Serious Incident during a Day Excursion or Overnight Activity

Further Information

Further information can be obtained from:

- Student Health Team Leader
- Deputy Principal Wellbeing
- Risk and Compliance Manager

Status of Procedure	
College Leader Responsible	Deputy Principal Wellbeing
Implementation Date	October 2019
Last Reviewed	August 2025
Review Date [Commonly 1 – 2 Years]	2 years (August 2027)
Local Governing Authority Approval	College Leadership Team

Review log

Details of Amendments	By Whom	Date
• Minor changes to the Urgent First Aid Response sections to more closely reflect DRSABCD • Clarification that an ambulance may be called regardless of ambulance cover or parent preference on SIMON • Update to sections: Response procedures (and infection control)	Deputy Principal Wellbeing	Aug 2023
None	Deputy Principal Wellbeing	Aug 2025